

**Private School Choice Programs
Optional Open Application Periods
General Rules
2015-16 School Year**

1. Schools must notify the DPI on the school's Intent to Participate form, due February 2, 2015, which open application periods the school will participate in during the 2015-16 school year. All schools registering to participate in the Wisconsin Parental Choice Program (WPCP) are required to participate in the February 2-April 20 open application period.
2. No amendments related to the open application periods will be allowed after February 2, 2015.
3. During any open application period that the school is participating, the school must accept applications for every grade in which the school will have choice students. If choice seats in certain grade levels are filled, the school must still accept applications for those grades for placement on the randomly assigned waiting list.
4. Proof of student eligibility including residency documentation and income documentation, if applicable, must be received prior to the close of the application period in which the application is received.
5. Random selection, if needed, must occur within one week of the close of the open application period and prior to the count date, if applicable. Due to the program-wide WPCP student participation limit, WPCP schools should wait to receive notification from the DPI before conducting a random selection at the school.
6. Applicants must be notified, in writing, within 60 days of submission of their application, whether they are accepted or not accepted into the choice program at the school. Due to the program-wide WPCP student participation limit, WPCP schools should wait to receive notification from the DPI before sending any letters of acceptance or non-acceptance.
7. Eligible applications accepted during September will not generate a September payment; rather a double payment in November, if the student is present on the 3rd Friday in September count date.
8. Eligible applications accepted during October, November, December and January will generate February and May payments only, if the student is present on the 2nd Friday in January count date.
9. Applications received by a school outside the school's open applications periods will be ineligible for choice payment. No exceptions will be granted.

For more information on the open application period process and important dates please see "Optional Open Application Period Process" and "Optional Open Application Period-Dates" posted at http://sms.dpi.wi.gov/sms_pscp_registration.